

**DEPARTMENT OF BUDGET AND MANAGEMENT  
OFFICE OF PERSONNEL SERVICES AND BENEFITS  
STATE OF MARYLAND**

**INTERVIEW AND HIRE APPLICATION**

(MAIL TO STATE AGENCY WHERE YOU WISH TO WORK)

POSITION APPLIED FOR: \_\_\_\_\_

SOCIAL SEC. NO.: \_\_\_\_\_

LAST NAME FIRST MI

ADDRESS

CITY STATE ZIP

TELEPHONE NO: \_\_\_\_\_

NAME AND ADDRESS OF SCHOOL ATTENDED:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EDUCATION:

Circle Highest Grade Successfully Completed

1 2 3 4 5 6 7 8 9 10 11 12

Can you type? Yes\_\_\_ No\_\_\_

**DO NOT WRITE IN THIS BLOCK**

Approved By: \_\_\_\_\_

Disapproved By: \_\_\_\_\_

Reason: \_\_\_\_\_

Have you ever been convicted of any violation of law other than minor traffic violations? Yes\_\_\_ No\_\_\_

If yes, give date, place of conviction, charge and disposition of each case. Note: A conviction record will not necessarily bar you from employment.

**“UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.”**

DATE : \_\_\_\_\_ SIGNATURE OF APPLICANT: \_\_\_\_\_

This provision does not apply to applicants for law enforcement positions pursuant to Labor and Employment Article, Section 3-702 (b) Annotated Code of Maryland.

**IN THE SPACES BELOW, LIST YOUR MOST RECENT JOBS, DESCRIBE WORK DUTIES AND REASON FOR LEAVING.**

Name of Employer: \_\_\_\_\_

Position Held: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date Started: \_\_\_\_\_ Date Ended: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

LIST IN DETAIL SPECIFIC DUTIES:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Employer: \_\_\_\_\_

LIST IN DETAIL SPECIFIC DUTIES:

Position Held: \_\_\_\_\_

Address: \_\_\_\_\_

Date Started: \_\_\_\_\_ Date Ended: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

ARE YOU NOW EMPLOYED BY THE STATE OF MARYLAND? YES \_\_\_\_ NO \_\_\_\_ HAVE YOU EVER BEEN EMPLOYED BY THE STATE OF MARYLAND? YES \_\_\_\_ NO \_\_\_\_ IF YES, GIVE COMPLETE DETAILS. \_\_\_\_\_

**I HEREBY AFFIRM THAT THE INFORMATION GIVEN BY ME ON THIS APPLICATION IS TRUE AND COMPLETE.**

DATE: \_\_\_\_\_ SIGNATURE OF APPLICANT: \_\_\_\_\_

**TO FURTHER ITS COMMITMENT TO EQUAL OPPORTUNITY EMPLOYMENT, THE STATE OF MARYLAND REQUESTS APPLICANTS TO PROVIDE, VOLUNTARILY, THE FOLLOWING INFORMATION. THIS INFORMATION WILL BE USED FOR STATISTICAL PURPOSES ONLY BY AUTHORIZED PERSONNEL.**

BIRTH DATE: \_\_\_\_\_

MALE \_\_\_\_

FEMALE \_\_\_\_

Month/Day/Year

ARE YOU A U.S. CITIZEN OR LEGAL ALIEN? YES \_\_\_\_ NO \_\_\_\_

**RACE/ETHNIC IDENTIFICATION - PLEASE CHECK ALL THAT APPLY**

Are you of Hispanic or Latino origin? Yes \_\_\_\_ No \_\_\_\_

(A PERSON OF CUBAN, MEXICAN, PUERTO RICAN, SOUTH OR CENTRAL AMERICAN, OR OTHER SPANISH CULTURE OR ORIGIN, REGARDLESS OF RACE.)

**Select one or more of the following racial categories:**

1. \_\_\_\_ AMERICAN INDIAN OR ALASKA NATIVE (A PERSON HAVING ORIGINS IN ANY OF THE ORIGINAL PEOPLES OF NORTH OR SOUTH AMERICA, INCLUDING CENTRAL AMERICA, AND WHO MAINTAINS TRIBAL AFFILIATIONS OR COMMUNITY ATTACHMENT.)
2. \_\_\_\_ ASIAN (A PERSON HAVING ORIGIN IN ANY OF THE ORIGINAL PEOPLES OF THE FAR EAST, SOUTHEAST ASIA, OR THE INDIAN SUBCONTINENT INCLUDING, FOR EXAMPLE, CAMBODIA, CHINA, INDIA, JAPAN, KOREA, MALAYSIA, PAKISTAN, THE PHILIPINE ISLANDS, THAILAND, AND VIETNAM.)
3. \_\_\_\_ BLACK OR AFRICAN AMERICAN (A PERSON HAVING ORIGINS IN ANY OF THE BLACK RACIAL GROUPS OF AFRICA.)
4. \_\_\_\_ NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER (A PERSON HAVING ORIGINS IN THE ORIGINAL PEOPLES OF HAWAII, GUAM, SOMOA, OR OTHER PACIFIC ISLANDS.)
5. \_\_\_\_ WHITE (A PERSON HAVING ORIGINS IN ANY OF THE ORIGINAL PEOPLES OF EUROPE, THE MIDDLE EAST, OR NORTH AFRICA.)

**Department of Budget and Management  
Office of Personnel Services and Benefits**

**www.opsb.state.md.us**

**State Of Maryland**

**An Equal Opportunity Employer**